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of the

British Columbia Legislative Library

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OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.

June 12, 1989

THE HONOURABLE JOHN REYNOLDS
SPEAKER OF THE LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

Mr. Speaker:

I have the honour to submit the Annual Report for the year 1988.

The report presents an overview of the Library's history as well as its activities for 1988. Additional information and statistics for the year 1988 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1985.

Respectfully submitted,

Joan A. Parton
Legislative Librarian

Appreciation

1988 proved to be a busy and challenging year for Library staff. Organizational changes, new procedures, illnesses and absences placed additional pressures on everyone. Throughout the year the dedication and commitment to serve the clients ensured that their needs were met. The Legislative Librarian acknowledges the contribution of all staff members in ensuring that the Library achieved its objectives in a timely and efficient fashion.

The Library Rotunda

Table of Contents

Page

PRELIMINARY MATERIAL iii

Appreciation v

A Review 1

History 1
Mandate 1
Additional Activities 1
The Organization: Its Services and Policies 1

Public Services 3

Reference Services Division 3
Newspaper Index 3
The British Columbia Newspaper Index 1900–1970 3
Computer Assisted Reference Services 5
Interlibrary Loans 5

Technical Services 7

Government Publications Division 7
Legislative Exchange Program 7
British Columbia Government Publications Monthly Checklist 7
Cataloguing Division 8
Cataloguing Services 8
Computer Output Microfiche (COM) Catalogue 8
The Catalogue of the Future 8
Cataloguing in Publication (CIP) 9
Acquisitions and Filming Section 10
Filming Unit 10

LIBRARY ACTIVITIES 1988 11

Public Services 11

Reference Activities 11
Newspaper Indexes 11
Current Index 11
Retroactive Index 11
Publications
Electoral History of British Columbia, 1871–1986 11
Recent Accessions 12
Speakers of the Legislative Assembly of British Columbia, 1972–1988 12
Women Members of the Legislature of British Columbia 12
Current Contents 12
Freedom of Information Legislation 12

Technical Services 13
Automation 13
In-House Integrated System 13
Acquisitions 13
Sydney Library System 13
Staff Training 13
Cataloguing Section 14
Current Cataloguing 14
Retrospective Conversion (Recon) 14
Searching 15
Cataloguing in Publication (CIP) 15
Accessions List Preparation 15
Clerk's Papers Project 15
Government Publications and Utlas 15
Policies and Procedures Review 16
Acquisitions and Filming Section 18
Duplicate Exchange 18
Automation 18
Microfilming Project 18
Government Publications Division 19
Privatization of the Queen's Printer Bookstore 19
Additions to the COM Catalogue 19
Organization and Staffing 20
Visitors to the Legislative Library 21
King Carl XVI Gustaf and Queen Silvia of Sweden 21
Lieutenant Governor's Farewell Reception 21
Ontario Members of the Legislative Assembly 21
University of British Columbia School of Library, Archival and Information Studies 21
Library Technicians 21
Legislative Interns 21
Chinese Exchange Student 21
Caucus Research Staff 22
Chief Librarian, Greater Victoria Public Library 22
Utlas Representatives 22
Staff Development 23
Significant Automation Activities 23
Conferences and Other Professional Activities 25
The Physical Plant 27

APPENDICES

I Library Staff 29
II Staff Changes 30
III Examples of Full CIP Entries in Government Publications 31
IV Statistical Summary 32
V Glossary of Selected Terms and Abbreviations 33

British Columbia Legislative Library

A Review

History

The Legislative Library was founded in 1863 to serve the colonial Legislature of Vancouver Island and subsequently the Province of British Columbia when the united colonies of Vancouver Island and British Columbia joined Confederation in 1871. The first permanent Legislative Librarian was appointed in 1893. In 1894 the *Legislative Library Act* formally established the institution which exists today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material intended for archival and provincial public library collections. Eventually two new organizations, the *Provincial Archives* and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney-General, 1911–1919; Department of the Provincial Secretary, 1919–1942; Department of Education, 1942–1960/61; Department of the Provincial Secretary 1961/62–1977; and Ministry of Provincial Secretary and Government Services, 1978–1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

Mandate

Under the *Legislative Library Act*, R.S.B.C. 1979, c. 230, S.B.C. 1985, c. 11 and Standing Orders of the Legislative Assembly, Nos. 116–119, the Library is required to provide reference and research services for the Members of the Legislative Assembly, their research staffs, the Executive Council, the Officers of the House and legislative support staffs. Provided there is no conflict with service to these core users, it also assists research staffs of the provincial public service.

Additional Activities

The Library's facilities are extended to the general public whenever there is no conflict with the needs of legislative officials and their staffs. In addition two programs have a direct impact on the Province. They are the *Cataloguing in Publication Program (CIP)* and the preparation of the *British Columbia Government Publications Monthly Checklist*.

The Organization: Its Services and Policies

The Library pursues its mandate through a division of services based on the traditional library organization:

Public Services – The chief access point for information retrieval: the Information Desk and supporting bibliographic material such as the Newspaper Index, the Member's Reading Room, bibliographic catalogues, reference materials, the Special Projects Section and the staff designated to meet the information needs of clients.

Support Services – The support services established to acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division* and the *Technical Services Division* which consists of the *Cataloguing Section* and the *Acquisitions and Filming Section*. Technical Services also bears major responsibilities for computer services and word processing functions.

Public Services

Reference Services Division

The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books and government publications and with computer assisted literature searches and interlibrary loan services.

There are six Reference Librarians assigned to the Reference Services Division. One is always at the Information Desk to meet and assist library users. All members of the professional staff are required to provide reference services to clients. The services provided are entirely objective, confidential and apolitical. They must also meet the high standards of service, quality and accuracy laid down by tradition and enforced by the Legislative Librarian. Librarians provide factual, non-interpretive information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as foreign investment in British Columbia, privatization policy issues, the cultural aspects of the Canada-United States Free Trade Agreement and apprenticeship programs in British Columbia.

Newspaper Index

The Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers since 1900. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The index is arranged by subject. The Library expects that with improvements in computer-based storage and retrieval systems the index will, within the near future, be converted from a card file to an online service.

Significant newspapers included in the index are: *The Colonist* and *The Times*, published in Victoria; *The World, The Morning Sun, The Star, The Province* and *The News Herald* published in Vancouver. The *Victoria Times-Colonist*, the *Vancouver Sun* and the *Vancouver Province* are the newspapers currently indexed. The Index was, for administrative convenience, divided into two distinct projects — the older historical portion of the Index and a current section. Due to more pressing priorities the older portion was discontinued in October 1988. Its history is outlined below.

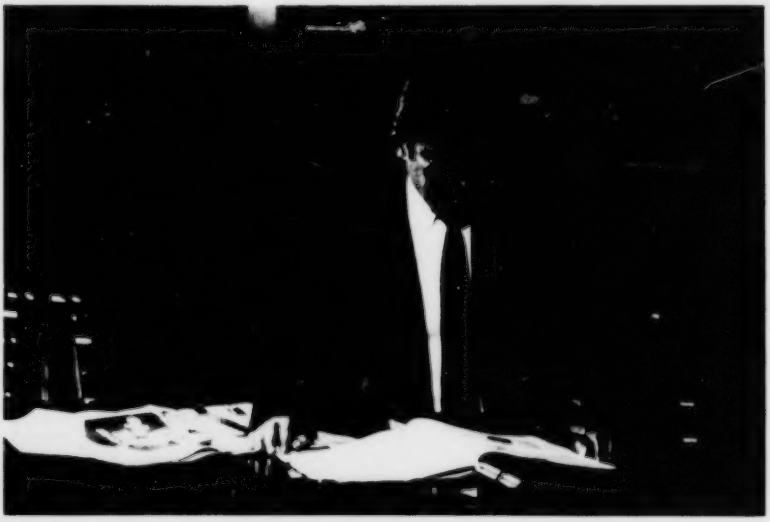
The British Columbia Newspaper Index 1900–1970

The Index was started by the Legislative Library in October 1915, apparently as an in-house tool to facilitate the retrieval of information in response to questions from the Members and the Government. Initially, only the Victoria *Colonist* was indexed and then only very sparsely, reflecting a political focus plus some war-time concerns. The Victoria *Times* was soon added but coverage was not greatly expanded. In 1924, indexing was extended to include the Vancouver *Province*, the Vancouver *Sun* and, until it merged with the *Sun*, the Vancouver *World*.

In 1938, the decision was made to index the *Colonist* and the *Province* for the period 1901 to 1920. As stated in the *Report of the Legislative Reference and Order Department* for that year, this was considered

"necessary for the reason that for the period there is no index of events, provincial and local, as an aid to reference work. The existing index to the *Colonist* begins in the fall of 1915, but experience has shown that the indexing at that time is not nearly complete, which necessitates the re-indexing of 1915–1920." In 1945 it was decided "that 1900 should also be included" (*Report of the Assistant Librarian for 1946*). In 1954, the Victoria *Times* was added starting with 1906, "in order to have a Liberal viewpoint." Progress, however, was extremely slow, particularly as the indexing was carried out in addition to other duties, including the indexing of current newspapers. A phrase in the *Report of the Assistant Librarian for 1947* characterizes the problems existing then and later. "Work on the indexing of these old newspapers has proceeded slowly this year, owing to the pressure of more urgent work." In 1966, the period from 1900 to mid-1910 had been covered. The Index was closed at the end of 1970 and a new one began in January of 1971. The former was microfilmed and copies distributed to various libraries.

A project to fill in the gap from 1911 to October 1915 and to index more fully the following four years began in 1973. It was called the Retroactive Newspaper Index Project. Five newspapers were involved: the *Colonist*, the *Times*, the *Province*, the *Sun* (from 1912) and the *World*. Although it made a strong start, it too, due to staff changes and "the pressure of more urgent work," eventually began to slow down. In 1988, when indexing had been completed to the end of October 1917, it was decided that work on the Retroactive Newspaper Index would cease, two years and two months short of its goal. The Index as it stands, however, is still a unique and valuable research tool.



Solicitor General, Honourable Angus Ree in the Members Reading Room.

The current status of the Retroactive Newspaper Index, in terms of coverage is as follows:

Victoria Newspapers

Colonist	1900–1970
Times	1906–1970

Vancouver Newspapers

Province	1900–October 1917, 1924–1970
Sun*	1912–1970
World	1910–October 1917, 1924
News Herald	1933–1957
Star	1924–1932
Times	1964–1965
Express	1970

* From 1924 to 1926 there were two editions, morning and evening.

There is no longer a gap, but the original indexing for late 1917 and well into the 1920's is sparse. There are no Vancouver papers after October 1917, until 1924. The period from 1900–1910 is reasonably well covered although there are gaps in some areas. The 1910 to October 1917 period is very well indexed. From 1930, both scope and depth of indexing improve. Extensive revisions, corrections and additions have also been made to the Index outside the 1910–1917 period. This means that the microfilmed version of the 1900–1970 Index not only lacks the 1910 to 1917 re-indexing and new indexing but also these alterations, some of which are substantial.

Computer Assisted Reference Service

Online information retrieval systems provide information not available in print sources and in advance of print material. They also improve on types of searching which could be done manually, but only with great expenditure of staff and time. The technique also provides users with areas of information contained in print sources which are not subscribed to by the Legislative Library. Online reference service was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library
- Extend the information resources available to researchers
- Accomplish the above at least cost.

The service began with two systems. Today the Library has access to thirteen, which contain some 500 data bases. The extent and scope of the service continues to expand and it has established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. Online searching has been integrated into each librarian's traditional reference program. They assess questions to determine whether searches should be done manually, by computer, or by a mix of both techniques.

Interlibrary Loans

Interlibrary Loan (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. They supplement their individual collections to meet the needs of their clients in subject areas where the institutions may be deficient.

Reciprocal Agreements. This Library has reciprocal Interlibrary Loan agreements with the Universities of Victoria and British Columbia. Instead of adhering to the more cumbersome international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" agreements.

The *Envoy Electronic Message Service* is a communications network which allows participating institutions to transmit loan information via computer terminals. The Legislative Library joined the system in January 1983.

Behind the scenes. Reference Librarians Vivienne Bruce and Frederike Verspoor do research for clients in the Special Projects Section.

Technical Services

Government Publications Division

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling the *British Columbia Government Publications Monthly Checklist*, and administering the *Legislative Exchange Program* and other exchange and deposit arrangements.

Government publications are defined as Federal, Provincial, Crown Agency and State Publications. The Library separates government publications from book and periodical materials which are produced by non-government organizations. Publications are arranged according to jurisdiction in alphabetical sequence. They are generally retrieved through the *Government Publications Card Index* which is compiled by the Division. In October 1988 the Division began to input records into the Utlas database so that they could be included in the COM catalogue. Detailed information on the change is included in *Library Activities, 1988*, below.

In 1978 the Division devised its own alpha-numeric coding scheme to facilitate shelving and retrieval of government publications. The new scheme has successfully eased problems of document retrieval in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications*, Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

The Legislative Exchange Program

This program is a cooperative exchange between British Commonwealth legislatures and parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications from participating institutions. Members of the program include Great Britain, Australia, the Canadian Parliament, Canadian Provincial Legislatures and some United States jurisdictions. British Columbia publications sent to exchange participants include:

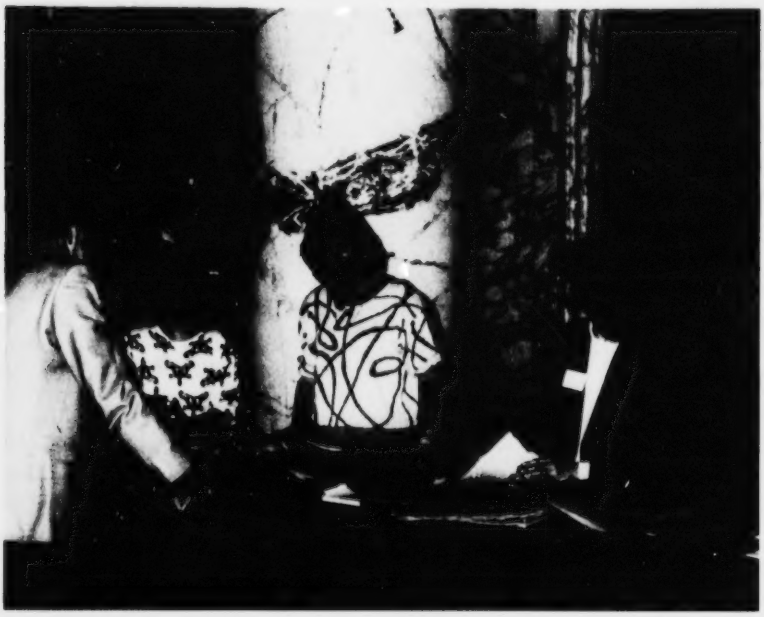
- British Columbia Gazette, Parts I, II and Index
- Journals of the Legislative Assembly
- Bills, 1st Reading
- Bills, 3rd Reading
- Orders of the Day
- Votes and Proceedings
- Legislative Debates and Index
- Statutes
- Annual Index to the Revised Statutes, 1979
- British Columbia Government Publications Monthly Checklist and the Annual Cumulation.

The British Columbia Government Publications Monthly Checklist

The *British Columbia Government Publications Monthly Checklist* is intended to improve the public's knowledge of and access to British Columbia government publications.

Each Ministry is responsible for the distribution of its own publications. This decentralised system makes it difficult for the public to have easy access to the wide range of government publications available to them. Since the Legislative Library is the provincial depository library and has daily contact with both the ministries and various printing agencies, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The Checklist and the Annual Cumulation are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold to subscribers by Crown Publications Inc.



At the Reference Desk – left to right: Frank Rhodes, Deputy Minister to the Premier, in discussion with librarians Judi Bennett, Wendy Carmichael and Maureen Lawson.

Cataloguing Division

The functions of the Cataloguing Division include the cataloguing and classification of all non-government publications added to the collection, and participation in the Cataloguing in Publication Program (CIP).

Cataloguing Services

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR II) for the organization of all non-government book materials.

Since the Library's inception the card catalogue has been the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970's it became increasingly evident to libraries that more and more users avoided card catalogues

whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules, for example, filing sequences, resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this Library, turned to automated cataloguing systems which offer benefits such as decreased time spent in searching and maintenance and less time and effort needed to understand the system in order to use it productively.

Computer Output Microfiche (COM) Catalogue

In January 1979 the Legislative Library began using the University of Toronto Library Automation Systems (Utlas) catalogue support service to build up a file of machine-readable records. This file is used to produce a computer-output microfiche (COM) catalogue. The card catalogue was closed at the end of March 1980. Access to all books added to the collection since that date is provided through the COM catalogue only.

Retrospective Conversion

While the initial use of Utlas was intended for current cataloguing only, the Division steadily built up the COM catalogue by transferring card catalogue records for items which had copies or volumes added.

The Catalogue of the Future

The Legislative Library has not yet implemented an online computer assisted system in which the user, with little knowledge of how the system works, is able to find what is needed quickly and with little effort. The present system reflects an intermediate stage. However, the Library is aggressively searching for an online system which will meet the needs of its clients.

Cataloguing In Publication (CIP)

Cataloguing in Publication (CIP) is a program coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published. Since May 1978 the Legislative Library has been the official agent for supplying CIP data in the publications of British Columbia Ministries and Crown Agencies. In August 1980 the program received official sanction from the Executive Council. Under Cabinet Directive 80-2 all titles which fall within the scope of the CIP program must be submitted before publication to the Cataloguing Division for CIP.

Benefits of the Program

The chief benefits of CIP are related to ensuring ease of access to Provincial Government publications:

- Bookstores, libraries and information centres in North America and beyond are provided more quickly with the information needed to select and order publications
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publication when it is acquired

- Libraries and information centres are able to make government publications more quickly accessible to researchers and the general public
- Elusive publications which might have been lost to future researchers are added to the Legislative Library's collection.

An example of CIP is contained on the verso of the title page of this report. Appendix III illustrates full CIP entries in two British Columbia Government publications.

Acquisitions and Filming Section

This Section is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Staff members perform bibliographic searching, ordering and recording of newly arrived materials which are routed to the Cataloguing Section and the Reference Division.

Filming Unit

Through the activities of the *Filming Unit* original documents such as British Columbia newspapers, periodicals and government publications, notably the Papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the Provincial Archives.

The Section works closely with the Records Management Branch of the Ministry of Tourism and Provincial Secretary, which is responsible for quality control and testing of all government microfilmed products, and with the Provincial Archives, which houses non-government literary, historical and artistic works, including the Provincial Newspaper Collection on microfilm.

Library Activities, 1988

Public Services

Reference Activities

Although reference activities declined somewhat in 1988, returning to pre-1987 levels, they continue to reflect the trend towards increased focus on service to Members of the Legislative Assembly and their staffs.

Reference questions decreased by eight percent. However, the percentage of questions answered for Members and legislative staff remained steady at forty-six percent of the total. This decline in the number of reference questions is most likely due to the decrease in the number of sitting days: from one hundred and fifteen in 1987 to sixty-eight in 1988. Overall circulation declined by seven percent, although the number of items loaned to Members and Legislative Staff increased by four percent. The number of computer assisted reference searches has increased once again, with searches done for Members and legislative staff increasing by twenty percent. They now account for seventy-six percent of all online searches performed by the Reference Division.

The current reference collection was extensively weeded and updated and a manual of current Reference Division policies and procedures was completed during the year.

Newspaper Indexes

Current Index

The number of entries to the index increased by eighteen percent. On July 1, Reference staff began indexing the three star edition (home edition) of the *Vancouver Sun*. This change reflects the ongoing difficulties with delivery of the four star edition which led to delays in the production of the index. The change has caused no apparent problems for users and has improved the work flow.

Retroactive Index

For several years little progress has been made towards the completion of the Retrospective Index. A three month user survey conducted from March to May revealed that the staff seldom used the Index. A concerted effort to complete the index to the end of 1917 was attempted but illness and staff changes prevented the Library from reaching its goal. It was therefore with regret that the decision was made to discontinue the project at the end of August with indexing completed to the end of October 1917.

Publications

Electoral History of British Columbia, 1871–1986

The long awaited *Electoral History of British Columbia* was published in December. Several people from both the Legislative Library and the Office of the Chief Electoral Officer contributed to the publication. The commitment and dedication of Frederike Verspoor, who worked many long hours in compiling the information and Linda Stinson who typed the various drafts and the final copy are singled out for special commendation.

Left to right: Chief Electoral Officer and Registrar General of Voters, Harry Goldberg; Deputy Minister of Tourism and Deputy Provincial Secretary, Mel Smith; Honourable William Reid, Minister of Tourism and Provincial Secretary with Reference Librarian Frederike Verspoor, proudly display the ***Electoral History of British Columbia.***

Recent Accessions

In June, Utlas began to produce *Recent Accessions*, as a by-product of the COM catalogue. This automated production has resulted in a changed format and a monthly publication schedule. Only the table of contents and "Periodical articles of interest" are now produced manually which has resulted in a great saving of staff time. Service to users has also been improved as the increased frequency in publication gives information on new library material in a more timely manner.

Speakers of the Legislative Assembly of British Columbia, 1972–1988

Frederike Verspoor produced this publication in August to fill the need for a concise and verified list of British Columbia Speakers, their constituencies and the dates they held office.

Women Members of the Legislature of British Columbia

This publication by Vivienne Bruce contains a wealth of historical and current information about the Legislature's women members. A copy was given to each currently sitting woman member after publication in December.

Current Contents

William Peters compiled three timely bibliographies: Abortion (March), The Meech Lake Accord (April) and Free Trade (May).

Freedom of Information Legislation

Produced by Vivienne Bruce in May, this list summarizes information on the latest bills or acts in all Canadian jurisdictions.

Technical Services

After the retirement of the Deputy Legislative Librarian in January, the Cataloguing and Acquisitions Divisions merged to form the *Technical Services Division*. A new Acquisitions Librarian position was created and a full-time support position was created to replace the half-time Cataloguing and half-time Acquisitions Division position. These changes in personnel and within the organizational structure made it necessary to re-evaluate procedures, job responsibilities and work flows. The result has been an evolutionary year which saw the demise of the duplicate exchange program, the integration of several procedures, the introduction of an automated acquisitions list, the addition of government publications records to the Utlas database, a decrease in involvement in the GLABC Sydney Library System, continuing work towards the Library's own integrated library system and several staff changes.

Automation

In-House Integrated System

In the continued search for an integrated system the Library undertook several initiatives during the year. A preliminary set of functional specifications was completed by adding requirements for circulation, the Newspaper/Periodical Index and the British Columbia Government Publications Monthly Checklist. A sheet of statistical information was prepared and a number of library automation consultants identified and invited to submit their resumés for scrutiny by the Library. Evaluation of the responses and selection of a consultant to provide expert advice on automation will be completed early in 1989.

Acquisitions

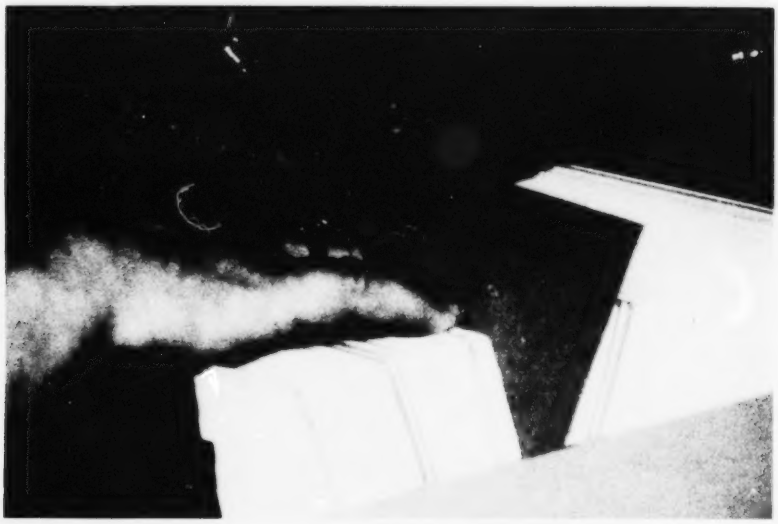
The Library received demonstration diskettes for several microcomputer acquisitions systems. Two were tested and rated; a third will be tested in January 1989. One will be selected to handle monographs and may be extended to include standing orders.

Sydney Library System

The Library continued to be actively involved with the conversion of the existing government library files to the Sydney Library System until July. By then the two pilot libraries in the Ministry of Forests and British Columbia Systems Corporation, as well as those of the Legal Services Society and the Heritage Conservation Branch had been successfully loaded. The specifications for all libraries have been written. Since then the remaining libraries have been converted and are using the system, adding the remaining modules as needed. They are pleased with the system overall. The Legislative Library continues to be a member of the group and will continue its contribution towards the purchase cost for one more year, when its initial contract with British Columbia Systems Corporation expires.

Staff Training

In January the second issue of *User Friendly* was distributed to all staff members to bring them up-to-date on current automation activities in the Library. A series of bi-weekly meetings to introduce



Searching the Newspaper Index.

Library staff to the specifics of automation requirements began in November. Each group is small, shares similar interests and moves at its own pace to encourage maximum participation. During the meetings the possible implications of automation for the Library and how it may affect the organization and its services are discussed. Response from the staff has been extremely positive and there has been good discussion and feedback.

Cataloguing Section

Current Cataloguing

Current cataloguing increased by eleven percent from 2,572 catalogued titles in 1987 to 2,858 in 1988. The need for stack space resulted in the discard of 3,537 items in 1988 contrasted with 653 items the previous year.

Retrospective Conversion (Recon)

The Section converted a total of 833 items in 1988, up nine percent from the previous year. These include 000-260 and 320 of the Dewey Decimal classification sections. Wendy Carmichael supervised the weeding of the United Nations collection, converted the remaining material and integrated it into the main collection. This project is now complete.

The professional staff considered and decided against a special Recon project. Lack of time for weeding, increased Utlas costs and lack of staff time to manage and implement the project made it impractical at this time.

In conjunction with the Acquisitions Section the Cataloguers experimented with several different methods aimed at streamlining the weeding process. Gift material is now weeded as it is received in the Acquisitions Section. Weeding the main collection takes longer and sometimes results in backlogs. The process is currently complicated by the decision to identify material suitable for sale if a policy to dispose of older material in the collection is implemented.

Searching

The Cataloguing Section continues to perform pre-order searching for approximately 1,158 items per year. The number of pre-order searches decreased thirty-two percent from 1,712 items in part because searching now occurs after selection and not before. Items are flagged as "on-order" as they are searched and the cataloguing/ordering information is captured at this stage in the process. The result is earlier identification of on-order material, improved access and more complete ordering information. It is likely that this routine will be transferred to the Acquisitions Section in 1989 since the equipment and expertise to carry out the procedures will be in place shortly.

Cataloguing in Publication (CIP)

May 10, 1988 marked the tenth anniversary of the British Columbia CIP Program.

CIP cataloguing is up ten percent at 317 items from 288 items for the previous year. Privatization of government printing has not affected the cataloguers' ability to obtain publications for cataloguing thanks to well established relationships with government publishers, the Queen's Printer and Crown Publications Inc. A redefinition of the mandate within the Canadian Cataloguing in Publication Program may be required as former government publishers become privatized and technically belong to neither the government publications nor trade book sections of the program. It would be in the Library's interests as users of the publications and the CIP data to include them in its program.

The Cataloguing Section investigated the merits of including ISBN and ISSN barcodes on CIP publications. As a first step, Lois McGregor did a literature search which identified the Bookland EAN as the standard for books. The standard for serials is being finalized.

Accessions List Preparation

In July, Utlas produced its first accessions list for the Library. It is now automatically generated on a monthly basis. Since it is a by-product of the cataloguing process, it has eliminated the clerical work previously required to prepare *Recent Accessions* and can now be produced on a regular cycle.

Clerk's Papers Project

Marjorie Howell continued her work on the organization and indexing of the Clerk's Papers. This year she prepared a finding list for Committee records, annotated the Journals Index for 1920–1930, supervised the labelling of boxes and purchased acid free file folders for the pre-1950 papers.

Government Publications and Utlas

At the end of May, the Government Publications Division decided to add current monographs to the Utlas database. The first records were entered in October and appeared on the November COM fiche. The Cataloguing staff helped to train the Government Publications staff in using the system and will continue to provide help during the

transition period. Positive attitudes, cooperation and openness to change demonstrated by all the participants helped to make a difficult change work smoothly.

Policies and Procedures Review

During the year the staff identified several procedures and policies which could be changed to improve service delivery. Significant ones include:

- Material to be ordered is now selected before it is searched on Utlas resulting in less searching. Records are derived at the pre-order stage and coded as "on-order." The resulting information is used for ordering and reused later for cataloguing. The benefits include fewer searches, earlier on-order identification and control, better ordering information and improved access to on-order records.
- Support staff began entering updates to uncomplicated catalogued serial records directly online, eliminating the time consuming process of preparing correction sheets. Instead of pulling and marking the shelf list for each change, a new card is requested and filed later.
- Input standards for derived cataloguing changed to three and one half minutes per record as a result of the pre-order and serial changes noted above.
- Gifts are now selected before they are searched. This change eliminated backlogs of gift boxes and has reduced the number of items searched. It has also streamlined the flow of material by eliminating the number of times an item is handled.
- On behalf of the Reference Division, the Technical Services Division found an alternative to the defective SE-LIN typewriter for spine labels which solved the problem without additional cost. To reduce the time spent labelling items the staff labels either the spine or the book jacket instead of both. If a jacket is lost or damaged the spine is then labelled.
- Selection procedures were reviewed and changed during the year. Reference librarians continued to assist in selection by reviewing library literature for material needed in the collection. The procedures for identifying material were streamlined and the preparation of selection slips was discontinued. A Collection Development Committee was set up in May to provide a mechanism for the final selection of material. The initial members of the Committee were: John MacEachern, Maureen Lawson, Rod Cardin and Frederike Verspoor. Ken Cooley, the new Acquisitions Librarian, joined the committee in August and began chairing it in November. Mary Ann Murphy replaced Frederike Verspoor who left the Library in September. Only selected material is now sent to the Cataloguing Section for pre-order searching which reduces the volume of material searched.
- Gift searching underwent a major modification. Rod Cardin took on the responsibility for doing preliminary sorting and selection of boxes of gift material. Unwanted items were sent to the Canadian Book Exchange Centre and material required for the Library was sent to Cataloguing for addition to the collection. Rod Cardin did an excellent job and has eliminated a large backlog of nearly 300 boxes of books.

- Several order files were transferred to other locations or discarded because the reorganization made them redundant or more useful elsewhere.
- Orders are now prepared in weekly batches which has resulted in a smoother workflow and better distribution of work.
- The Section began using window envelopes whenever possible to eliminate retyping address information.
- Cheryl Wenezenki-Yolland developed glossaries for Purchase Orders using the word processor and succeeded in developing a procedure for generating the order slips from them without retyping.
- At the suggestion of Cheryl Wenezenki-Yolland, final in-house pre-order searching is now done when the order slip is filed. This change eliminates an additional search step.
- On-order slips are now filed in title order rather than main entry to simplify filing and make the file consistent with the Utlas COM catalogues. This change is being phased in as material is added or refiled.
- Stephanie Wood set up a new ledger for acquisitions accounting using Lotus 1-2-3. She prepares batch sheets for the Financial Services Branch from the spreadsheets and in-house statistical reports, including breakdowns by type of order.
- The frequency for blanket purchase orders for serials under $100 was changed from quarterly to monthly to ensure that no blanket order exceeds the $5,000 limit.

Acquisitions and Filming Section

The Acquisitions Section had a difficult but successful year. The Section was short-staffed until the end of October. Rod Cardin and Cheryl Wenezenki-Yolland, the two remaining staff members, are given special commendation for working well without a full complement of staff for several months and coping during a period of uncertainty. Both have been active participants in suggesting and implementing changes. John MacEachern, Head, Government Publications Division also spent many hours helping the Section in all aspects of selection, ordering and payment. After the retirement of the Deputy Legislative Librarian, a Librarian 2 was appointed to perform the collections development functions previously assigned to the Deputy Legislative Librarian. The part-time Office Assistant 2 position was changed from a shared cataloguing and acquisitions position into a full-time position in both areas.

Duplicate Exchange

The in-house duplicate exchange service was cancelled in July. The procedure was extremely labour intensive and difficult to complete on a regular basis with existing staff. Since the Canadian Book Exchange Centre provides a similar service, the Library now sends its duplicate or discarded material to the Centre. Under the direction of Rod Cardin, Charles Beyer packed and sent 401 boxes (15,516 items) from the Technical Services Division. The Government Publications Division has also adopted the new procedure.

Automation

The Division found a small microcomputer acquisitions system to streamline monograph ordering and eliminate several manual files as an interim measure until an integrated system is in place. Literature for several systems was reviewed and three demonstration systems have been tested.

Spreadsheets generated from Lotus 1-2-3 have been used to maintain statistics. Preliminary spreadsheets for statistics and costs have been developed and will be modified as the section continues to review procedures. The Financial Management Information System is now available to all Acquisitions staff and will be used more in 1989 to monitor costs on an ongoing basis. Training to use the system is planned for early 1989.

Microfilming Project

The Microfilming Section remained understaffed for most of the year with Lynn Bigwood as the only member of the staff. He maintained the Current Newspaper Filming Program and worked on the Retrospective Program when there was time.

At the end of the year all but eighteen titles in the current program were filmed. In total 232,477 frames were filmed, down thirty-six percent (131,862 frames) from 364,339 frames in 1987. Thirty-six titles in the Retrospective Program were filmed. One hundred and seventy-two titles were filmed for the Current Newspaper Filming Program.

The resignation of Gayle Sage, Senior Microfilm Clerk, combined with new requirements for automation led to a re-evaluation of the job description for the position. This review is still in progress.

Rod Cardin made a concerted effort to locate institutions in the Province which may be interested in receiving the original copies of British Columbia newspapers which have been filmed. The response has been positive with eighty-four titles (1,444 volumes) claimed in 1988.

Government Publications Division

While the staff of the Division remained unchanged during the course of the year the retirement of the Deputy Legislative Librarian on January 4, resulted in an increased work load for the Head of the Division who temporarily assumed several of the duties associated with the position of Deputy Legislative Librarian. As a result, work schedules and tasks had to be reassigned until the newly created position of Acquisitions Librarian was filled.

Privatization of the Queen's Printer Bookstore

Throughout the year the staff successfully processed and maintained the large collection of government publications and sought to find ways to overcome the problems created by the privatization of the Queen's Printer Bookstore in March. The breakdown of the depository system originally set out by Cabinet Directive 80-2 has made it difficult to acquire British Columbia publications. The privatization initiative has exacerbated the problem since the Division is no longer able to rely on the staff of the Bookstore to ensure that the Library receives British Columbia government publications at source. It has also become necessary to purchase government publications from Crown Publications Inc., for the Library's own use. As a result, *Canadiana*, *Micromedia* and the *United States Library of Congress* with which there are long standing exchange arrangements, will not receive expected copies of British Columbia publications unless gift copies are received from other sources such as Members of the Legislative Assembly and ministry offices. With the breakdown of the deposit arrangements the Legislative Library is often not aware of new publications early enough to ensure that copies are acquired for the collection before they go out of print. One positive outcome of the privatization of the Queen's Printer Bookstore has been the timely arrival of material ordered from Crown Publications Inc.

Additions to the COM Catalogue

In May the Division reversed its decision to build an interim machine-readable file for government publications by using Bibliofile to print card sets and store records on disk from one keying. Instead, Utlas has been used to add records of new government publications to the COM library catalogue. This allowed the Division to switch to using AACR2 authorities without the need to be concerned about interfiling with the old authorities in the Government Publications Index. The first government publications entries appeared in the COM catalogue in early December. Within a year enough government publications will be in the COM catalogue to make it possible to refer to the old Government Publications Index less frequently. The Division has also been pleased with the high "hit-rate" for cataloguing copy for non-British Columbia records on Utlas. Training and technical advice was provided to the staff by the cataloguers and particularly by Joyce Robertson, the Head Cataloguing Clerk.

Organization and Staffing

Following the early retirement of the former Deputy Legislative Librarian, who supervised the activities of the Acquisitions and Filming Sections, the Cataloguing and Acquisitions Division merged to form a new Technical Services Division under the management of Sheila Gann, the former head of the Cataloguing Division. A new Acquisitions Librarian position was created and a full-time support position replaced one shared half-time Cataloguing/Acquisitions Office Assistant 2 position. The half-time Cataloguing Office Assistant 2 position was also increased to one full-time position.

On August 8, Ken Cooley joined the staff as Acquisitions Librarian to fill the newly created Librarian 2 position. The Filming Section remained understaffed for most of the year. Gloria Mosser, Filming Clerk took advantage of the government's early retirement plan and left the staff on March 31. Her position remains vacant although it was filled briefly for one month. This vacancy and projected new requirements for proposed automation led to a re-evaluation of the Filming Clerk position. The review of the job description is in process. The Reference Division also experienced a number of staff changes during the year. The Government Publications Division remains unchanged. Staff changes are more fully outlined in Appendix II. The full-time complement of staff stands at thirty-three. Distribution is as follows:

Office of the Librarian	3
Reference Services	11
Cataloguing Division	7
Government Publications Division	5
Acquisitions and Filming Division	6
Library Attendant	1
Sessional Staff:	
Sessional Librarian	1
Sessional Assistants	2

Royal visit – left to right: Provincial Archivist, John Bovey, makes the presentation to King Carl XVI Gustaf and Queen Silvia while Legislative Librarian Joan Barton, Premier William Vander Zalm and Speaker John Reynolds look on.

Visitors to the Legislative Library

King Carl XVI Gustaf and Queen Silvia of Sweden

On March 18, the Library was honoured by a visit from their Majesties King Carl XVI Gustaf and Queen Silvia. Their Majesties visited British Columbia as part of a state visit to Canada. King Carl is the great grandson of the Duke of Connaught, former Governor General of Canada who laid the cornerstone of the Library in September 1912. The King and Queen met the Legislative Librarian Joan Barton and Provincial Archivist John Bovey who presented the Royal couple with a souvenir album containing memorabilia of the Duke of Connaught's visit.

Lieutenant Governor's Farewell Reception

On the evening of June 8, Speaker Reynolds hosted a farewell reception for departing Lieutenant Governor Robert Rogers and Mrs. Rogers, in the Library Rotunda. His Honour served five years as Lieutenant Governor of British Columbia.

Ontario Members of the Legislative Assembly

Other distinguished guests during the year included a group of Members of the Ontario Legislative Assembly who visited the Library on March 7.

University of British Columbia School of Library, Archival and Information Studies

Barbara Elford visited the Library for the two week period January 4 to 15 in order to meet the practicum requirements for the Masters Degree in Library Science and Archival Studies. She rotated throughout the various Divisions of the Library in order to gain a broad overview of their operations. On October 21 students from the School, accompanied by instructors Lynn Lighthall and Richard Hopkins visited the Library as part of their orientation tour of libraries on Vancouver Island.

Library Technicians

On February 18 and March 24 respectively students from the library technicians' classes of Fraser Valley College and Vancouver Community College visited the Library for their customary annual tour.

Legislative Interns

The orientation session for the incoming group of Legislative Interns, which is a traditional feature of the Library's early year activities was conducted by Joan Barton and Maureen Lawson on the afternoon of January 4. Along with the Library's orientation video tape they were shown a video on the Parliament Buildings and its services prepared by the Honourable Claude Richmond, Minister of Social Services and Housing.

Chinese Exchange Student

On April 14, Chinese exchange student at Camosun College, Zheung Jie, accompanied by librarian Richard Baer visited the Library and received an extensive tour of the facilities by Joan Barton. They later

viewed the proceedings of the Legislature from the visitors gallery and were introduced to the House by the Honourable Bruce Strachan, Minister of the Environment.

Caucus Research Staff

On January 11 and November 24 respectively the new members of the Social Credit caucus research staff and the New Democratic Party caucus research staff were given Library orientation sessions by the Reference staff.

Chief Librarian, Greater Victoria Public Library

On Thursday, July 14 the Legislative Librarian was pleased to welcome Lee Teal the new Chief Librarian of the Greater Victoria Public Library on her first visit to the Legislative Library.

Utlas Representatives

During the year several visits and contacts were made to the Library by Utlas representatives. They included Louise Grady who visited on January 8 to discuss acquisitions lists, DISCON (a retrospective conversion tool), online/editing problems, authorities capabilities and acquisitions system options including ACCORD and INNOVACQ. A follow-up visit by Karen Taylor regarding ACCORD and INNOVACQ, the two acquisitions systems, took place on April 18. On November 28, Jean Heathcote the new Utlas representative came to familiarize herself with the Library's requirements and discuss possible problems.

The Midwest Library Service representative visited on December 13 and gave a demonstration of their electronic ordering system.

Farewell reception – left to right: Honourable William Vander Zalm and Speaker John Reynolds applaud as Leader of the Opposition Michael Harcourt greets Lieutenant Governor Robert Rogers and Mrs. Rogers.

Staff Development

The Library continues to support the efforts of employees to pursue continuing education activities which help to maintain and heighten job performance. With the increased focus on library automation, more individuals are pursuing related courses and attending demonstrations, workshops and seminars. Activities during the year reflect that trend.

Automated Library Systems

An increased number of Library staff attended automation related courses, seminars and demonstrations. Attendance at these events now includes staff at all levels. The policy is to encourage not only those who require training in automation for their immediate tasks, but those individuals who show an interest or aptitude for computers and computer applications.

Significant Automation Activities

- *Wang Canada Limited* — The division heads, accompanied by the Legislative Librarian met with Wang officials to investigate the possibility of automating the Newspaper Index using Wang's PACE software. After viewing a demonstration of a prototype of a newspaper index the product was judged inadequate for the Library's needs (January 9).
- Division heads John MacEachern and Sheila Gann attended a Wang demonstration on its *Integrated Image System*. The system is a digital document imaging, storage and retrieval system (February 16).
- They also attended a follow-up demonstration of PACE, the Wang database management system (April 27).
- The three division heads attended an introductory demonstration of LIBMAN an Australian library system which runs on Wang equipment. They were sufficiently curious about the software to request further information from Wang. In response Wang scheduled a further demonstration for the Library. Joan Barton accompanied the division heads for the second demonstration (May 26, July 19).
- Cheryl Wenezenki-Yolland attended a Wang training session on merging and sorting given by the Computer Systems Branch (October 14). As a follow-up she attended the training session on advanced glossaries (December 2).
- Shannon Campbell and Susan Walsh attended an introduction to Wang word processing on March 31 and May 12 respectively.
- *Intelligent Catalogue* — In order to further expose the staff to current trends in Library automation, Sheila Gann arranged two showings of a video demonstration of the *Intelligent Catalogue*, an online catalogue on CD-ROM produced by the Library Corporation (February 11, 17).
- *Sydney Library System* — Sheila Gann attended a GLABC meeting at the Riverview Library in Vancouver to update the group on Sydney implementation and give a demonstration on using the system (March 9).

- *Computer and Business Show* — Sheila Gann and John MacEachern attended the Vancouver Island Computer and Business Show to look at modems, computer equipment and training material and to update their knowledge of trends and developments in those areas (March 17).
- *MS-DOS Training* — Sheila Gann attended a Camosun College advanced course of MS-DOS entitled *Managing Your Hard Disk*. The course provided information which is used to set up, trouble shoot and organize files in library microcomputers (March 21).
- *CD CATSS* — Four staff members, John MacEachern, Wendy Carmichael, Marjorie Howell and Sheila Gann attended a demonstration of CD CATSS, a new Utlas product for derived cataloguing at the University of Victoria, MacPherson Library (September 22).
- *British Columbia Automated Cataloguing Committee (BCACC)* — Sheila Gann attended two BCACC meetings during the year to discuss automation developments in British Columbia libraries. The first was held at Camosun College and the second at Vancouver Community College, Langara Campus (May 27, November 4).
- *MS-DOS* — Mary Ann Murphy, Frederike Verspoor and Vivienne Bruce attended a Camosun College *Introduction to MS-DOS* seminar to learn DOS filing conventions and how to use common DOS commands (May 4). As a follow-up to the introductory course Frederike and Vivienne completed the *MS-DOS Managing Your Hard Drive* seminar. They learned how to create and remove subdirectories, move between subdirectories, copy files and create batch files.

Computer Demonstrations and Training

During the year members of the Reference staff attended a number of vendor demonstrations of databases directly related to online reference searching. These included:

- DOBIS demonstration on March 17, attended by Vivienne Bruce. The DOBIS database provides access to holdings information of the Canadian Union Catalogue.
- QUAERE Legal Research attended by the Reference librarians on March 28.
- DATA-STAR attended by Mary Ann Murphy. Data-Star is a large European online search service.
- INFOMART — William Peters and Vivienne Bruce attended an advanced workshop of this heavily used online system which contains the full text of major Canadian newspapers (May 12).
- DIALOG — Mary Ann Murphy and Cheryl Lumley attended *New Developments in Dialog Searching* which explained recent changes to the Dialog system. Dialog is the most important multidisciplinary search service in the world and the system most frequently used by the Legislative Library staff (October 27).

Government Libraries Association of British Columbia (GLABC)

During the year Library staff members attended several staff development functions sponsored by GLABC. These included:

- *Giving a Presentation* which focused on the organization of material, public speaking techniques and use of overhead projectors. Attended by Maureen Lawson (February 10).
- *Law Library Tour* — William Peters and Maureen Lawson attended an orientation session at the University of Victoria's Law Library (April 6).

Image and Self Projection

Maureen Lawson viewed the *Image and Self Projection* video tape presentation aimed at women, which examines techniques for projecting authority and credibility in the workplace. The video tapes were later borrowed by the Library and presented over four consecutive lunch hours to about fifteen staff members.

School of Public Administration

Joan Barton successfully completed five courses towards completion of the Masters in Public Administration degree at the University of Victoria.

Frederike Verspoor completed the Admin 470: Privatization course which examined the nature and scope of privatization measures in Canada (July 9–16).

Census Workshop

William Peters attended a Statistics Canada workshop which explained the current organization of the federal census returns and outlined effective uses of the material.

Report Writing

Maureen Lawson attended a three day workshop on report writing which outlined techniques for simplifying writing styles, improving readability and formatting and editing reports (October 24–26).

Accounting Courses

Cheryl Wenezenki-Yolland who has been attending Camosun College in pursuit of a diploma in Business Administration completed two courses in Tax Accounting and Cost Accounting.

Conferences and Other Professional Activities

American Library Association (ALA) Conference

Sheila Gann attended the American Library Association (ALA) Conference in New Orleans. Her chief objective was to review integrated library automation systems on display at the conference. She also attended meetings on barcoding standards, microfilm contracting and authority system. Prior to the conference which was held July 9–13, she attended ALA's pre-conference sessions on Library System Contract Negotiation.

American Society for Information Science, Western Canada Chapter (WESCAN ASIS)

John MacEachern served as local arrangements contact for the WESCAN ASIS conference which was held in Victoria, September 22–24. The Pacific Northwest Chapter joined the group for a joint Canadian-American conference. Ken Cooley also attended the conference.

The Association of Parliamentary Librarians in Canada (APLIC)

On October 24–25 the Legislative Librarian attended the bi-annual conference of the Association of Parliamentary Librarians in Canada (APLIC), which was hosted by the Library of Parliament in the Parliament Buildings, Ottawa. The conference which was a joint venture with the Canadian Study of Parliament Group had as its theme *Research and Information for Parliamentarians.* Keynote speakers included Joe Ross, Director, Congressional Research Service, Library of Congress, Washington, D.C. and the Honourable Guy Charbonneau, Speaker of the Senate and several Members of the Canadian Parliament who gave insightful ideas on their information needs and how parliamentary libraries should respond to them.

Institute of Public Administration of Canada (IPAC)

The Legislative Librarian continues to be an active member of IPAC and is presently serving as the President of the Victoria Regional Chapter.

Women's Programs Branch Advisors

Stephanie Wood, with Judi Bennett as alternate represented the women in the Library on the Women's Programs Branch Advisors Committee. Under the sponsorship of the Ministry of Government Management Services the program attempts to enhance career advancement opportunities for women and to make their special needs known throughout government. The Library participates on a volunteer basis.

British Columbia Library Association (BCLA) Government Publications Committee

John MacEachern continues to serve on the BCLA Government Publications Committee. One meeting was held in Victoria on October 31.

The Physical Plant

Space Requirements

In attempts to alleviate the over-crowding in the stacks the staff in the Government Publications Division shifted the pre-1970 Statistics Canada publications from the second floor to the second deck area to make room for another ten years of Statistics Canada publications on the second floor. The British Columbia Gazette was moved to the second floor also. Other adjustments were made on the first and second decks of the stacks as well. The United Nations collection was also extensively weeded.

Acquisitions Section

The Acquisitions area began a reorganization of their work area to better accommodate the staff, improve the workflow and adjust to the needs of shared microcomputers.

Equipment

During the year several new machines and pieces of equipment were acquired for the various functions of the Library. Most are related to automation activities.

Appendix I

Library Staff

(as of December 1988)

	Legislative Librarian	Joan A. Barton
Administration	**Secretary and Office Manager**	Stephanie F. Wood
	Assistant	Linda M. Stinson
Reference Division	**Head**	Maureen Lawson
	Librarians	Vivienne Bruce
		Cheryl Lumley
		Mary Ann Murphy
		William M. Peters
		Frederike Verspoor*
	Reference Clerk	Rhonda O'Neill
	Assistants	Stephen Norman
		Glenis Stenger
		William D. Williams
Government Publications Division	**Head**	John H. MacEachern
	Librarians	Judith M. Bennett
		Roger D. Young
	Documents Clerk	Linda M. Jackson
	Assistant	Donna Locken
Technical Services Division	**Head**	Sheila J. Gann
	ACQUISITIONS SECTION	
	Serials Librarian	Roderick V. M. Cardin
	Acquisitions Librarian	Ken Cooley
	Acquisitions Clerk	Cheryl Wenezenki-Yolland
	Assistant	Shannon Campbell
	CATALOGUING SECTION	
	Librarians	Wendy J. Carmichael
		Marjorie J. Howell
		Lois E. McGregor
	Cataloguing Clerk	D. Joyce Robertson
	Assistants	Susan Walsh-Jansen
		Jean MacDonald
	FILMING UNIT	
	Filming Clerk	vacant
	Assistant	Lynn Bigwood
	Library Attendant	Charles E. Beyer
Sessional Staff	**Librarian**	Patricia Somerton
	Assistants	Verna Bradley
		Barbara de Jong

* Until September 30, 1988

Appendix II

Staff Changes

Gloria Mosser accepted the government's early retirement offer and left the staff on March 31. A re-evaluation of the position of Senior Microfilm Clerk is now underway and the position remains vacant.

Ken Cooley joined the Acquisitions Section on August 8 to assume responsibilities for Acquisitions and Collections development. This is a new position which was created after the retirement of Margaret Hastings, former Deputy Legislative Librarian, on January 4.

On August 15, Cheryl Wenezenki-Yolland became full-time Office Assistant 2 in the Acquisitions Section.

Cheryl Wenezenki-Yolland won the competition for the Order Clerk position vacated by Linda Cole on September 2. She took up her new position on October 4.

Susan Jansen (née Walsh) transferred from the Reference Division to Cataloguing after winning the competition for the new full-time Office Assistant 2 position which became available on Cheryl Wenezenki-Yolland's transfer to the Acquisitions Section.

Rhonda O'Neill replaced Susan Walsh as Office Assistant 1 (Newspaper Indexing Section) on August 15.

In recognition of the diverse functions throughout the Library performed by the Office Assistant 2 in the Reference Division it was decided to transfer the position to the Administration Office. Linda Stinson who currently holds the position continues to perform her tasks in the Newspaper Indexing Section and in the Special Projects Section but now reports to the Librarian's Secretary. The transfer took effect on August 31.

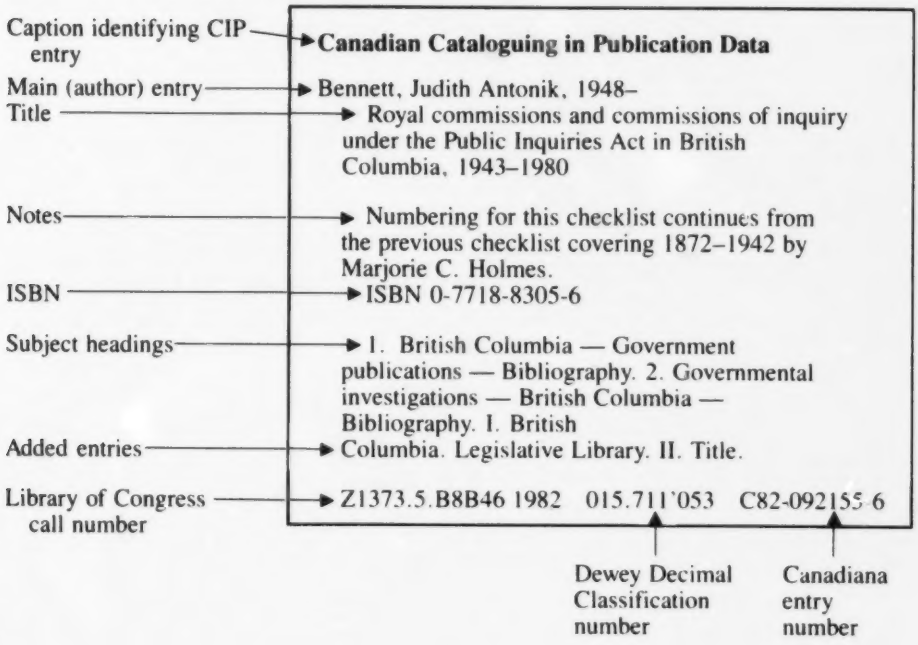
After working thirteen years with the Legislative Library Frederike Verspoor was promoted to the position of Librarian 3 in the Royal British Columbia Museum. She left the Library on September 30.

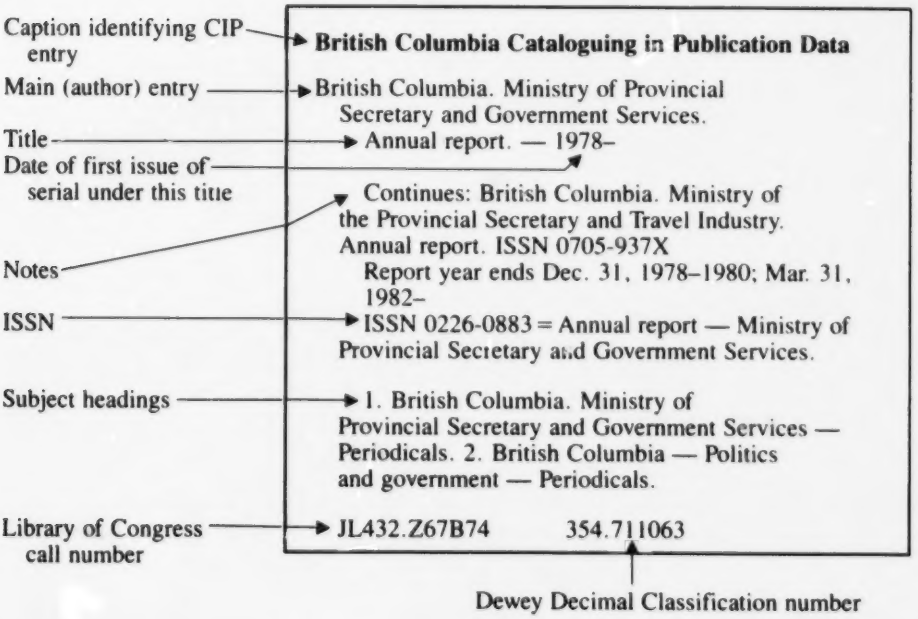
On October 31, Glenis Stenger was appointed Office Assistant 1 in the Newspaper Index Section replacing Shannon Campbell who was promoted to Office Assistant 2 in the Acquisitions Section.

Rhonda O'Neill was promoted to Clerk 3 in the Newspaper Indexing Section replacing Johanna Reay-Nesbitt who resigned to take a position at the Malaspina College Library.

Appendix III

Examples of Full CIP Entries Printed in Government Publications


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

Appendix IV

Statistical Summary

		1987	1988
Reference Services	Questions Answered	7,270	6,656
	Computer Searches	182	188
	Newspaper Index Entries	68,299	80,609
	Circulation	3,155	2,164
	Interlibrary Loans		
	— material requested by Library	83	88
	— material requested by other libraries	279	262
	Photocopy Services	148,319	134,865
Government Publications	Publications Received	50,927	48,391
	Titles Listed in the Monthly Checklist	1,011	872
Cataloguing Services	New Titles Catalogued	2,572	2,858
	Retrospective Conversion/Reclassification	784	838
	Cataloguing in Publication (CIP)	288	317
Acquisitions	Titles Received		
	— Books	3,115	2,436
	— Periodicals	1,420	—
	— Catalogued Serials	1,177	—
	— Periodicals and Catalogued Serials	—	2,723
	— Newspapers	240	240
Filming	Frames Used	364,339	232,477
*Duplicate Exchange**	Items Distributed	6,529	1,546
*Canadian Book Exchange Centre***	Items Sent	—	15,516

* Program discontinued, July 1988
** New system established, July 1988

Appendix V

Glossary of Selected Terms and Abbreviations

AACR Acronym for Anglo-American Cataloguing Rules; the first edition appeared in North America in 1967. A second edition (AACR 2) published in 1978, is the product of a Revision Committee which includes representatives from the British Library, the Library of Congress, the British and American Library Associations and the Canadian Committee on Cataloguing.

Authority File A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the headings for series cards, which are used as headings in the catalogue. The entries are made when a heading is first decided upon. It gives the cataloguer a record of the forms used in the public catalogues.

CD Compact disc.

COM Abbreviation for computer output microfilm/microfiche. Instead of a paper output, a computer system may print out directly in a microformat, at a lower cost than on paper, and at speeds of over 100 times faster.

Cataloguing In Publication (CIP) CIP was pioneered in the Library of Congress in 1971. The aim of the program is to provide bibliographic data for new books in advance of publication. CIP depends heavily on the voluntary cooperation of publishers.

Cross-References In indexing and cataloguing, references or directions from one heading to another. 1. Sing' (see —). An instruction to look elsewhere for all items relating to the subject matter which is sought. 2. Reciprocal (see also —). An instruction to look elsewhere for other items relating to the subject matter sought. 3. Multiple (see also —). An instruction to refer to several other places, usually to more specific entries.

DEC Digital Electronic Corporation.

Derived Cataloguing The cataloguing of a bibliographic item by using an existing bibliographic record and altering it as needed to fit the item in hand and to conform to local cataloguing practice.

DOS Disk Operating System.

Download To download is to transmit a file or program from a central computer to a smaller computer or a computer at a remote site.

Emulation 1. The imitation of all or part of one computer system by another, primarily by hardware, so that the imitating computer system accepts the same data, executes the same programs, and achieves the same results as the imitated computer system. 2. The use of programming techniques and special machine features to permit a computing system to execute programs written for another system.

Hit 1. A match or comparison reached or made when a file is searched for specific data items. For example, in automatic information-retrieval systems, a find made when the label of a stored item matches the search key. 2. In file maintenance, the finding of a detailed record for a master record.

Interface 1. The means of interaction between two devices or systems that handle data in different ways, such as in different codes or formats. 2. A shared boundary between two devices, systems, or programs, as in the use of the same register or storage location.

Library of Congress (LC) The Library of Congress provides library and information services by authority of the Congress of the United States of America. It is responsible for giving priority in its services to Congress. Although not officially a national library it provides services appropriate to a national library, and at a higher level than most other specifically designated national libraries.

LC aims to develop a comprehensive national collection of printed literature, maps, films, music, audiovisual materials and manuscripts. It is responsible for the production of the national bibliography.

LC developed machine-readable cataloguing (MARC) databases for bibliographic records.

MARC The MARC format was developed to provide an internationally acceptable standard for the exchange of bibliographic data in machine-readable form. Each record can accommodate a large quantity of bibliographic data in machine-readable form. In addition to a full AACR 2 description, the record may contain Dewey Decimal Classification numbers, Library of Congress Classification numbers, Precis subject headings and Library of Congress subject headings. Any of these individual elements may be used to access the MARC file of bibliographic records. The MARC format is available for many different types of library materials (monographs, serials, audio-visual materials) and has become an international standard. It is used in many countries, e.g. the United Kingdom, the United States, Australia, Canada, France and Scandinavia.

Monograph A separate treatise on a single subject or class of subjects, or on one person, usually detailed in treatment but not extensive in scope and often containing bibliographies. Frequently published in series. In cataloguing, any publication which is not a Serial.

Name Authority File The list of name headings used in a given catalogue, and the reference made to them from other forms. See also Authority file, Subject Authority File.

OCL 1. Operation Control Language. A programming language used to code operation control statements. 2. In office systems, a batch control statement used by an operator to control the printing of a document.

Original Cataloguing The preparation of the bibliographic record of a bibliographic item without recourse to an existing record for the identical item.

RECON Abbreviation for retrospective conversion, e.g. of paper records to an automated form.

ROM Read-only memory; a type of computer memory whose contents do not change and cannot normally be altered.

Serial Any publication issued in successive parts, appearing at intervals, usually regular ones, and, as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies.

Shelf List A list of the books in a library, the entries being brief and arranged in the order of the books on the shelf. It forms, in effect, in a classified library, a subject catalogue without added entries, analytics and cross-references.

Subject Authority File Subject headings used in a given catalogue and the references made to them. Also the entries made for the classified list of class symbols or numbers and the appropriate subject index entries made when first allocating a book to a particular position in the classification.

Upload To upload is to transmit a file to a central computer from a smaller computer or a computer at a remote location.

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